

Common Intake Release 2.0 is now Live!



Your Application Inbox is now ready to receive Health and Human Services Gateway program applications...

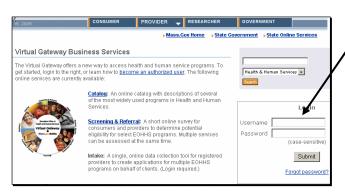
What is the Application Inbox?

- ◆ A mailbox for Common Intake applications for Health and Human Service (HHS) programs, Community Services, and Long Term Support.
- ♦ Where applications for your agency arrive in electronic form for easier processing.

How do I access the Application Inbox?

♦ Online, through the Health and Human Services Gateway. Login with your assigned username and password and check your Inbox for applications....it's as easy as checking your e-mail.

1) Logon to the HHS Gateway Dashboard



Enter Username & Password

2) Enter the Common Intake Dashboard through HHS Gateway Business Services



3) Select *Application Inbox* from the Common Intake Home Page

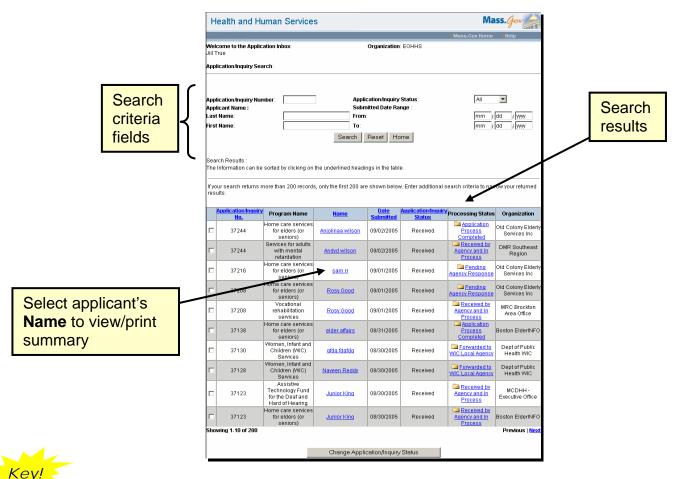


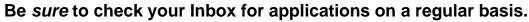
Click the Enter Application Inbox link

Continued...

Use your Application Inbox to:

- ♦ Sort, search, view, and print your applications
- Change the status of an application as you process it
- Forward an application to a different processing location (if applicable)







If you need additional training to access your Application Inbox, feel free to contact the HHS Gateway Help Desk.





Access the latest Application Inbox User Manual and Training Materials online!

Ctrl + Click here to follow link!



Questions?

The HHS Gateway Help Desk is at your service! (800) 421-0938